HOW TO REQUEST AND USE FOUNDATION ACCOMMODATIONS

Note: Disability documentation will be stored confidentially in the Student Accessibility Services office. It is not necessary nor recommended to give copies to the faculty. An Accessibility Specialist will prepare an accommodation letter for the student to use to notify the appropriate faculty/staff of your eligibility for services and of the recommended accommodations.

Getting Started:
1) If the student feels they may need accommodations at the foundations level, the student should discuss their needs with the COM Student Accessibility Services Liaison, Jean Haverstick, and make a request for accommodations as early as possible.
   Jean.Haverstick@uvm.edu
   Living/Learning Building A room 170
   802-656-7753

2) If the student is eligible for accommodations a formal letter will be written to reflect the student’s accommodations and will be sent to the student via email.

Implementation:
3) The student should inform the appropriate person via email of the need for accommodations and provide them with the official letter via email or in hard copy.

   **Lecture/Lab accommodations:**
   Director of Curricular Operations: Christian Berry  christian.berry@med.uvm.edu
   Foundations Director: Karen Lounsbury:  karen.lounsbury@med.uvm.edu

   **Clinical Skills Accommodations:**
   Clinical Sim Lab coordinator: Shirley McAdam  shirley.mcadam@med.uvm.edu

   **Notetaking/eBooks:**
   Accessibility Specialist: Jean Haverstick  Jean.Haverstick@uvm.edu